

ELECTION OFFICIALS' ACCREDITATION

2014

INTRODUCTION TO THE POWERPOINT

- i This Power Point Presentation is currently being used in the Election Officials' Accreditation training sessions. It is to be used in conjunction with the Election Officials' Accreditation manual. This manual can be found on the *Information for Election Administrators* page at www.michigan.gov/elections
- i Throughout the slides boxes will appear in the upper right hand corner of the screen.

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§ an orange box refers to a page in the Election Officials' Accreditation manual

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§ A green box refers to a page in the Appendix of the Election Officials' Accreditation manual

PROGRAM OVERVIEW

1. Attend Workshop

2. Review Manual

3. Take Exam

CHAPTER 1

STRUCTURE OF MICHIGAN ELECTIONS

Secretary of State

Board of State
Canvassers

Bureau of
Elections

Board of County
Canvassers

County Election
Commission

County Clerks

Local Election
Commission

Local Clerks

CHAPTER 2

VOTER REGISTRATION

National Voter Registration Act – (NVRA) - 1993

Help America Vote Act – (HAVA) - 2002

☐ “Motor Voter”

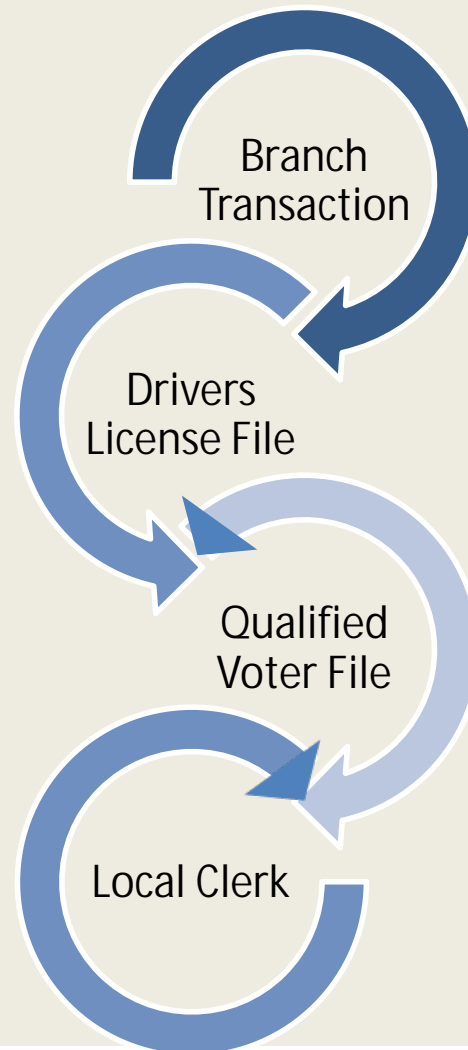
☐ Provisional balloting

☐ Cannot cancel for inactivity

☐ First time registrant

☐ Notices to voters

QUALIFIED VOTER FILE – DATA EXCHANGE



VOTER REGISTRATION QUALIFIED VOTER FILE INBOX

Moved
To

Cancels Voter

Pull Master
Card and
Retain 5 years

Moved
From

New Voter to
the
jurisdiction

Send Voter ID
Card & Create
Master Card

Changed
Address
To

Voter's
address was
updated
within the
jurisdiction

Send Voter ID
Card &
Update
Master Card

New
Voter

New Voter to
the State &
jurisdiction

Send Voter ID
Card & Create
Master Card

Status
Changed
to
Cancel

Cancels Voter

Pull Master
Card and
Retain 5 years

Voter
Info
Updated

Voter updated
their name,
DOB, gender,
etc.

Send Voter ID
Card (if nec.)
& Update
Master Card

Moved
Out of
State

Cancels Voter

Pull Master
Card and
Retain 5 years

Surren-
dered
License

Moves voter
to a verify
status

No Action
Required,
state sends
notice & sets
CCD

QUALIFIED VOTER FILE STRUCTURE

2/1/2013

STREET INDEX LIST

JURISDICTION: ALLEGAN CITY

Date	St. Range		Odd/ Ext Range		Zip	Precincts			Districts				Vill	Splits					
	Low	High	Even	Low		High	Jurs	Schl	Vill	Con	Hse	Sen		Com	Con	Hse	Sen	Com	
2ND ST, ALLEGAN, 49010																			
02/10/2012	121	123		O		49010	00002	00002		06	080	26	03			N	N	N	N
32ND ST, ALLEGAN, 49010																			
02/10/2012	1295	1299		O		49010	00001	00001		06						N	N	N	N
4TH ST, ALLEGAN, 49010																			
02/10/2012	200	498		E		49010	00002	00002		06						N	N	N	N
02/10/2012	301	499		O		49010	00002	00002		06						N	N	N	N
5TH ST, ALLEGAN, 49010																			
02/10/2012	100	699		B						06	080	26	03			N			
6TH ST, ALLEGAN, 49010																			
02/10/2012	100	199		B						06	080	26	03						
ACADEMY ST, ALLEGAN, 49010																			
02/10/2012	200	799		B						06	080	26	03						
ADAMS ST, ALLEGAN, 49010																			
02/10/2012	100	298		E						06	080	26	03						
03/10/2013	100	298		O						06	080	26	03						
03/10/2013	100	298		E						06	080	26	03						

Determines
Precincts &
Districts

Street
Index


Determines
Ballots

Feeds
Driver File
System

VOTER REGISTRATION APPLICATION SOURCES

2-6

A-4

Secretary of State Ruth Johnson www.Michigan.gov/sos		MICHIGAN VOTER REGISTRATION APPLICATION	
SAVE THIS RECEIPT.		- IMPORTANT NOTICES -	
10/01/2013 ANB274096 0071		TO REGISTER TO VOTE YOU MUST BE: A United States citizen; at least 18 years of age (by election day); and a resident of Michigan and the city or township where you are applying to register to vote.	
MAIL HISTORY DRIVER 3824 W ST JOE ST LANSING MI 48917		VOTER I.D.: Your application is not valid until accepted by the clerk of the city or township in which you reside. If you do not receive a Voter I.D. card within three weeks, contact your clerk. Save your receipt until you receive your Voter I.D. card.	
Voter Jurisdiction LANSING Township		NOTE: If you register to vote, the office where you submit your registration application will remain confidential and will be used only for voter registration purposes. If you do not wish to register to vote, your decision not to register will remain confidential and will be used only for voter registration purposes.	
10/01/2013 ANB274096 0071		Voter Declaration - Read and Sign Below. I certify that:	
Voter Jurisdiction LANSING Township		<ul style="list-style-type: none">- I am a citizen of the United States.- I am a resident of the State of Michigan and will be at least a 30 day resident of my city or township by election day.- I will be at least 18 years of age by election day.- I authorize cancellation of any previous registration.- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under Federal or State laws.	
MAIL HISTORY DRIVER 3824 W ST JOE ST LANSING MI 48917		IMPORTANT - SIGN TWO LINES BELOW	
Mailing address:		ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	
INGHAM		WILL YOU BE 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
D 616 576 307 232		IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT SIGN THIS FORM.	
F Birthdate 03/22/1978		X Signature of Applicant _____ Date 10/01/2013 ANB274096 0071	
		X Signature of Applicant _____ Date 10/01/2013 ANB274096 0071	
Moving into Michigan from out of state? If you were registered to vote, enter your last address:		Phone Number (optional) () _____	
Registered under the name of: _____		E-mail Address (optional) _____	
Previous address: _____		For Secretary of State Office Use Only	
County: _____		<input type="checkbox"/> Non-citizen previously registered in error	
City, State, Zip Code: _____		<input type="checkbox"/> Customer no longer wants to be registered	
		<input type="checkbox"/> Customer left without signing	
		Customer Initials _____	

Branch
Form

VOTER REGISTRATION APPLICATION SOURCES

2-6

A-5

State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form (For use by Michigan designated Agency only)

Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

If you check "No" in response to either of these questions, you must complete Part C or Part D as you cannot register to vote.

Last Name		First Name	
I live (house number and street/road)			
MI		Zip Code	

Designated
State
Agency
Form

State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form

1 answer Are you a citizen of the United States of America?
Will you be 18 years of age on or before election day?

➤ If you responded **No** to either of these questions, you must complete Part C or Part D as you cannot register to vote.

Mail-In
Form

MICHIGAN CHANGE OF ADDRESS/VOTER REGISTRATION

54 Number	B. TO REGISTER TO VOTE YOU MUST BE: A United States citizen, at least 18 years of age by election day, and a resident of Michigan and the city or township where you are applying to register to vote.		
2 Date	Are you a citizen of the United States of America? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Daytime Telephone Number	Will you be 18 years of age on or before election day? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Howard Last Name (here if this is a new address.)	If you checked "NO" in response to either of these questions, do NOT complete Part C or Part D as you cannot register to vote.		
C. <input checked="" type="checkbox"/> Males of Female		Birth Date	Kalamazoo County of Residence
<input checked="" type="checkbox"/> City <input type="checkbox"/> Township of Residence		Kalamazoo	
D. (Sign as you are)		08/30/12 Today's Date	
X Signature of Applicant			
VOTER DECLARATION: I certify that I am a citizen of the United States; I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day, and I will be at least 18 years of age by election day. I authorize notification of any resident's notification.			

Renewal by
Mail Form

- Armed Forces Recruitment offices * Federal Post Card Application (FPCA) * Walk-in *

VOTER REGISTRATION

FIRST TIME APPLICANT – MAIL-IN FORM

Michigan Election Law

Must Vote in Person (MVIP)

Does not apply to military, overseas, handicap, or over 60 voters

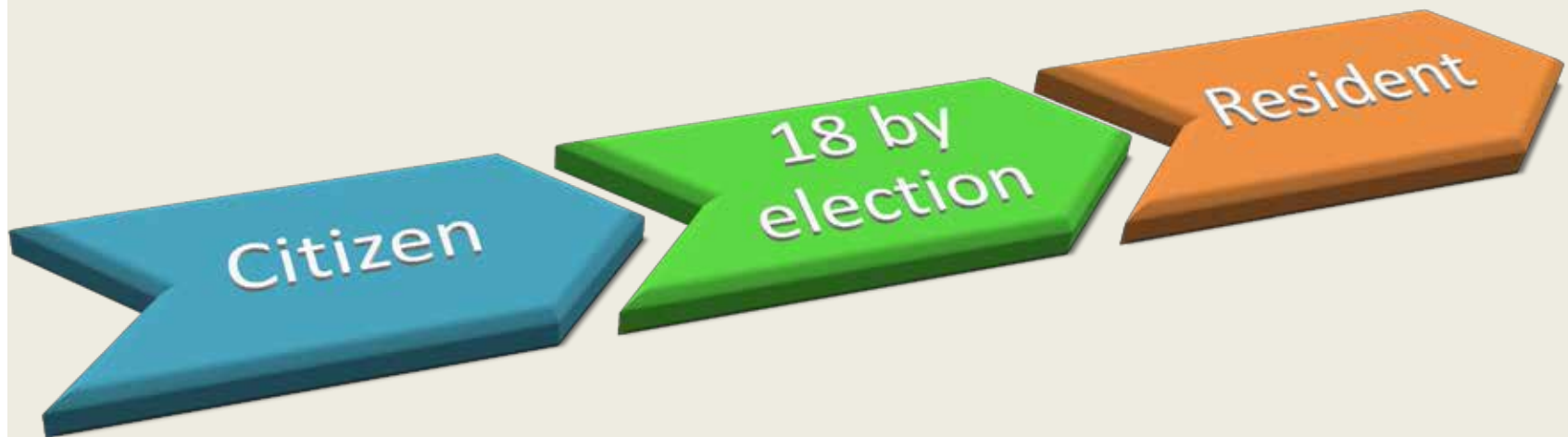
Help America Vote Act (HAVA)

Must enter driver's license number or last four digits of SS# on the registration form; or

Send or show at the time of voting a copy of photo ID or paycheck, bill, etc. with name and address (ID)

Does not apply to military and overseas voters

VOTER REGISTRATION VOTER QUALIFICATIONS



VOTER REGISTRATION

DETERMINING A COMPLETE FORM (NEW REGISTRANTS)



Complete Form

- Name
- Registration Address
- Birth Date
- Signature
- Citizenship Affirmation



Reject Registration

- No Name
- No Residential Address
- No Year of Birth
- No Signature (non-BAM first time registrants only)
- Citizenship question answered No



Verify Registration

- Incomplete address
- Incomplete DOB
- Unsigned form (if previously registered)
- Branch application never received
- Citizenship question Unanswered

VOTER REGISTRATION PROCESSING

Branch Forms

↓

Data electronically transferred to QVF & in-box

↓

Verify forms received transferred to QVF

↓

Send Voter ID Card

↓

Create Master Card

Walk-in Registrants

↓

Verify photo ID or have voter complete the Affidavit

↓

Clerk enters into QVF – selecting Clerk's Office for the Change Agency

↓

Send Voter ID Card

↓

Create Master Card

All Other Forms

↓

Clerk enters into QVF – selecting the correct Change Agency

↓

Send Voter ID Card

↓

Create Master Card

VOTER REGISTRATION CHANGE OF ADDRESS

Provided
by Voter

Within
Jurisdiction

Update Address
in QVF

Send new Voter
ID Card

Outside
Jurisdiction

Cancel Voter in
QVF

Pull Master Card
and Retain 5 Years

"Reliable"
Information
from a 3rd Party

Within
Jurisdiction or
Undeliverable

Mark Verify -
Confirm
Address/Moved
Within in QVF

Send
Confirmation
Notice

Outside
Jurisdiction

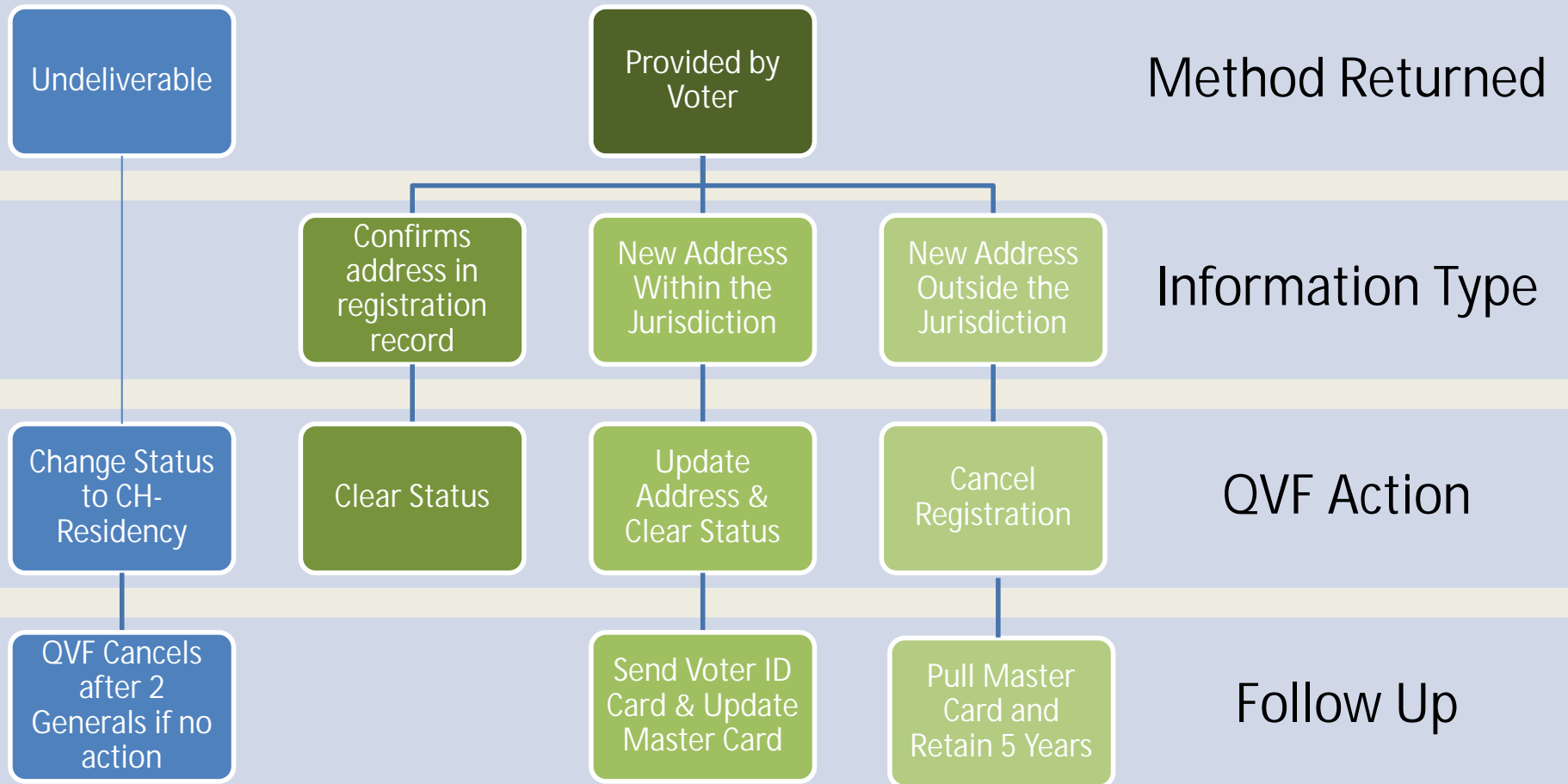
Mark Verify -
Confirm
Address/Moved
Out in QVF

Send
Cancellation
Notice

QVF cancels
after 2
Generals if
no action

VOTER REGISTRATION

RETURNED CONFIRMATION/CANCELLATION NOTICES



VOTER REGISTRATION INACTIVE FILE & VOTER DATA PUBLIC

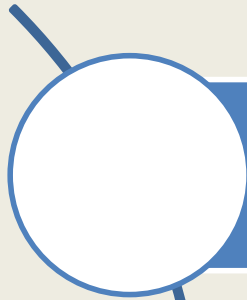
Inactive Voter File

- Voter who has not voted in six consecutive years
- Voter who was sent a confirmation/cancellation notice
- Remain eligible voters
- Inactive voters are not counted toward precinct size limits

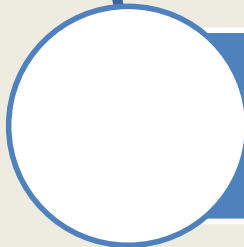
Voter Data Public Except Items Listed Below

- Driver license or state personal ID card numbers
- Month and day of birth
- Phone numbers and/or email addresses
- Source of voter registration
- Any information regarding refusal to register to vote

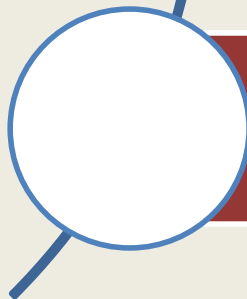
VOTER REGISTRATION CANCELLATIONS



Voter authorizes in writing



Voter is deceased



Branch application received that states "Non-Citizen previously entered in error" or "Customer no longer wants to be registered" - Notice Required

CHAPTER 3

CANDIDATE FILINGS

Candidate with Political Party Affiliation – Partisan Office

- Partisan Nominating Petitions
- Some offices allow \$100 filing fee
- Affidavit of Identity
- Filing deadline

Candidate without Party Affiliation - Partisan Office

- Qualifying Petitions
- Affidavit of Identity

Non-Partisan Candidate – Non-Partisan Office

- Non-Partisan Nominating Petitions
- Affidavit of Identity

CANDIDATE FILINGS

PRELIMINARY INSPECTION – AFFIDAVIT OF IDENTIFICATION

Provide Receipt of Filing

Verify form is complete

Must be signed and notarized

COMPLETE SECTIONS I, II, III AND IV BELOW (Print or Type) – See Reverse Side for Important Notices

OFFICE USE ONLY	Received by _____ Reviewed by _____ Jurisdiction/District of Office Sought _____	No. of Petition Sheets or Receipt No. _____ Date of Filing _____ CFR I.D. No. _____
-----------------------	--	---

I. CANDIDATE IDENTIFICATION

Name _____ Birth date _____ / ____ / ____
(Last) (First) (Middle) (Month) (Day) (Year)

Have you changed your name within the last 10 years for reasons other than marriage? ☐ Yes ☐ No
If yes, enter full former name here (See "Section A" on reverse)

I WISH TO HAVE MY NAME APPEAR ON THE BALLOT AS PRINTED BELOW (Please print upper & lower case - nicknames/titles not permitted. See "Sec. B" on reverse.)

Residence Address (Street Address, City, Zip Code): _____ Mailing Address (See "Section C" on reverse): _____
(Street Address) (Street Address)
(City) (Zip) (City) (Zip)
Phone (____) _____ Email _____ Website _____

☐ City ☐ Township of _____ Precinct # (required) _____ and Ward # (if any) _____
County of _____ Resident of County for _____ years. Resident of Michigan for _____ years.

I am a citizen of the United States: ☐ Yes ☐ No
I am registered and qualified to vote at the address listed above: ☐ Yes ☐ No

II. OFFICE SOUGHT

Office Title: _____

Date of Election: Primary Election * _____ / ____ / ____ General Election _____ / ____ / ____ Recall ☐
(Month) (Day) (Year) (Month) (Day) (Year)

If a partisan office, list political party* _____ District/Circuit # (if applicable) _____
(Note: If filing a Qualifying Petition list "No Party Affiliation")

Term of Office ☐ Regular Term ☐ Partial Term ☐ Expiring _____ / ____ / ____
(Month) (Day) (Year)

Judicial Candidates Only (See "Section D" on reverse)* ☐ Incumbent Position ☐ Non-Incumbent Position ☐ New Judgeship

III. FILER'S ACKNOWLEDGMENT – This filing contains the following (check all that apply):

☐ Nominating or Qualifying Petitions (Estimated number of signatures: _____)
☐ Filing Fee of \$100.00 (if applicable)
☐ Certification of Party Nomination and Certificate of Acceptance (if applicable)*
☐ Affidavit of Constitutional Qualification (judicial candidates only)*
☐ Affidavit of Candidacy (incumbent judicial candidates only)*

If nominating petitions are filed:
☐ Destroy petitions in January
☐ Return petitions in January

IV. CAMPAIGN FINANCE COMPLIANCE STATEMENT AND ATTESTATION

By signing this affidavit, I swear (or affirm) that the facts I have provided are true. I further swear (or affirm) that the facts contained in the statement set forth below are true. (See Section "E" on reverse for further information.)

At this date, all statements, reports, late filing fees, and fines due from me or any Candidate Committee organized to support my election to office under the Michigan Campaign Finance Act, PA 388 of 1976, have been filed or paid.

I acknowledge that making a false statement in this affidavit is perjury – a felony punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both. (M.C.L. 168.558, 933 and 936)

SIGNATURE OF CANDIDATE

Subscribed and sworn to before me on the _____ (Day) _____ Name of Notary _____
of _____ (Month) _____ (Year) Notary Public, State of Michigan, County of _____
My commission expires _____
Acting in the County of _____

CANDIDATE FILINGS

PETITION SIGNATURE REQUIREMENTS

	Partisan Petition		Non Partisan Petition		Qualifying Petition	
Population	Min	Max	Min	Max	Min	Max
0-9,999	3	10	6	20	9	30
10,000-24,999	20	50	40	100	60	150
25,000-49,999	50	100	100	200	150	300
50,000-74,999	100	200	200	400	300	600
75,000-99,999	200	400	400	800	600	1200
100,000-199,999	300	500	600	1000	900	1500
200,000-499,999	500	1000	1000	2000	1500	3000
500,000-999,999	1000	2000	2000	4000	3000	6000
1,000,000-1,999,999	2000	4000	4000	8000	6000	12000
2,000,000-4,999,999	4000	8000	6200	12000	12000	24000
Over 5 million (state-wide)	15000	30000	30000	60000	30000	60000

CANDIDATE FILINGS

PRELIMINARY INSPECTION – PETITIONS

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION (CITY/TOWNSHIP PARTISAN)

We, the undersigned, registered and qualified voters of the City/Township of _____, in the County of _____, and State of Michigan, nominate _____ as I candidate of the _____ Party for the office of _____ (Title of Office) _____ (District, if Any) to be voted for at the Primary Election to be held on the _____ day of _____, 20____.

WARNING—A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is qualified to circulate this petition and that each signature on the petition was signed in his or her presence; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a qualified registered elector of the City or Township listed in the heading of the petition, and the elector was qualified to sign the petition.

WARNING—A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.

CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) _____ (Date) _____

(Printed Name of Circulator) _____

(City or Township Where Registered) _____

Complete Residence Address (Street and Number or Rural Route) _____ (Zip Code) _____

CANDIDATE FILINGS REVIEW AND FINAL DETERMINATION



Acceptable

- Initials
- Titles
- Illegible handwriting
- Different address
- Name change
- Information in incorrect columns
- Incorrect or no zip code
- Ditto marks



Unacceptable

- Not registered in jurisdiction
- Signature crossed out
- Signature incomplete or not dated
- Signature dated before allowed
- Signature dated after circulator
- No address listed
- Incomplete signature

CANDIDATE FILINGS

ADDITIONAL INFORMATION

Supplemental Filings

Withdrawal Deadline

Public Record of Petitions

Campaign Finance Filing Required

CHAPTER 4

WRITE-IN CANDIDATES

**WRITE-IN CANDIDATE
DECLARATION OF INTENT**

(NAME OF CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT)

As a write-in candidate for public office, you must file this form no later than 4:00 p.m. on the second Friday immediately preceding the election. You may have additional filing obligations under Michigan's Campaign Finance Act (P.A. 308 of 1976). Ask your filing official for further information.

As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.

Name _____ (Print or Type) _____ (Post Office) _____ (Zip Code)

Residence Address _____ (Street Address)

☐ City or ☐ Township of _____ Birth Date _____ / ____ / ____

I am registered and qualified to vote at this address: ☐ Yes ☐ No Business Phone (____) _____

Home Phone (____) _____ General _____ / ____ / ____

DATE OF ELECTION: Primary _____ / ____ / ____

OFFICE SOUGHT: _____ Precinct No. (if Precinct Delegate Candidate) _____

☐ District No. (if any) _____ ☐ Nonpartisan Office

☐ Partisan Office -- Party* _____ (*NOTE: Required for partisan/primary election only) ☐ Other _____

TERM: ☐ Regular ☐ To Fill Vacancy - Term Ending _____

JUDICIAL CANDIDATES ONLY:

☐ Incumbent Position - Place a check in this box if you are running for a judicial office for which the incumbent is seeking reelection.

☐ Non-Incumbent Position - Place a check in this box if you are running for a judicial office for which the incumbent is not seeking reelection.

☐ New Jurisdiction - Place a check in this box if you are running for a newly created judicial seat.

By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the above elective office as a write-in candidate.

SIGNATURE OF WRITE-IN CANDIDATE: _____

Subscribed and sworn to by _____ Name of Notary: _____

before me on the _____ day of _____ Notary Public, State of Michigan, County of _____

My commission expires _____

Acting in the County of _____

Signature of notary public _____

OFFICE USE ONLY

OFFICE CODE _____ DATE OF FILING _____ / ____ / ____

CYR ID _____ RECEIVED BY _____

Revised 10-2007

Declaration of Intent

Must be filed by 4 p.m. on the 2nd Friday before the election

Must be filed for write-in votes to count

Requirement waived if a candidate dies after the filing deadline

WRITE-IN CANDIDATES RECORDING VOTES

PRESS FIRMLY!
YOU ARE MAKING 3 COPIES

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

Ward # _____

Precinct # 3

WRITE-INS ONLY

Name of City, Township, Village or School District: ACME

OPTICAL SCAN

STATEMENT OF VOTES

Date of Election: 11/7/07

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES										TOTAL WRITE-IN VOTES	
			5	10	15	20	25	30	35	40	45	50		
William Smith	Township Clerk	Republican												12
W. Smith	Township Clerk	Republican												2
Bill Smith	Township Clerk	Republican												21
Judith Jones	Township Clerk	Democrat												7
Judy Jones	Township Clerk	Democrat												3
Judyth Jones	Township Clerk	Democrat												1
Judy Johns	Township Clerk	Democrat												1
Jim Taylor	State Rep- 33 rd Dis.	Republican												6
Jimmy Taylor	State Rep- 33 rd Dis.	Republican												2

- P Oval must be completed
- P Selection must be written in the correct position on the ballot
- P Tally each name variation
- P Check for "false" overvotes

CHAPTER 5

PRECINCT DELEGATE CANDIDATES

Creation of Positions

- County Chair of each Party
- Certifies to County Election Commission
- By April 1st for August Primary

Filing Requirements

- Affidavit of Identity (only)
- 13th Tuesday prior
- Represents precinct of residence
- Campaign Finance not required

Write-In Candidate Declaration of Intent

- 4 p.m. Friday prior to the election
- Election Day

Canvass & Certification

- Completed at Precinct
- Special Process if using AVCB

CHAPTER 6

ABSENTEE VOTING PROCESS



ABSENTEE VOTING APPLICATION PROCESS

2-2

A-38

Request
must be
in
writing
and
contain:

- Reason
- Signature

Complete and return to: **Application for Absent Voter's Ballot** Approved by _____

BOHEMIA TOWNSHIP
#72 ROUSSEAU RD
MASS CITY MI 49448-9738

ELECTION: 11/06/2012

As a United States citizen and a duly qualified and registered elector in the County of SOUTHWAGOH, Jurisdiction of BOHEMIA TOWNSHIP, State of Michigan, I hereby make application for official ballot, to be voted by me at the above indicated election.

CARRIE ANN MCQVF
26137 DISHNEAU RD
MASS CITY MI 49948

Check marked(s) why you are requesting ballot. If a reason is not checked for an election, an absentee ballot will not be issued for that election.

See reverse side for additional instructions and warnings.

Check Reason

☐ I am 60 years of age or older.

☐ I expect to be absent from the community in which I am registered for the entire time the polls are open on Election Day.

☐ I am physically unable to attend the polls without the assistance of another.

☐ I cannot attend the polls because of the tenets of my religion.

☐ I have been appointed an election precinct inspector in a precinct other than the precinct where I reside.

☐ I cannot attend the polls because I am confined to jail awaiting arraignment or trial.

SIGN HERE X _____
(DATE OF VOTE) (DATE)

NOTE: Michigan law requires that A.V. Ballots be sent to your registered address unless you are hospitalized, institutionalized, or at an address outside of your community. Complete the following ONLY if you want your ballot sent to an address outside of your community or to a hospital or other institution.

SEND ELECTION BALLOT TO:

(NO) (FIRST) (LAST)

(CITY) (STATE) (ZIP)

(Check's Use Only)

Filed: _____ Mailed: _____ Returned: _____
Wsp/Pr: 00001 Ballot No: _____ Clerk: _____

00001 11/06/2012

Ballot No: _____
Vote No: _____

CARRIE ANN MCQVF
26137 DISHNEAU RD
MASS CITY MI 49948

APPROVED

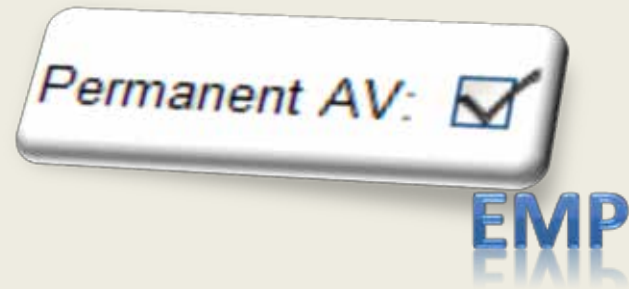
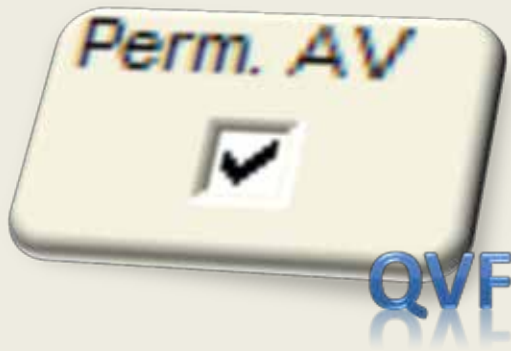
(Inspector of Election)

ABSENTEE VOTING PERMANENT APPLICATION LIST

Voter Requests
to be placed on
the list



Clerk sends
application prior
to every election



ABSENTEE VOTING DEADLINES

2 p.m. Saturday prior



By Mail

4 p.m. Monday prior



In
Person

4 p.m. Election Day



Emergency

ABSENTEE VOTING

POSSESSION OF SIGNED APPLICATIONS - RESTRICTED

Authorized

- Applicant
- Member of the Applicant's Immediate Family
- Person Residing in the Applicant's Household
- Person Whose Job Includes Handling of Mail
- Registered Elector Asked to Handle the Application by the Applicant
- Authorized Election Official

FILL OUT THIS BOTTOM PORTION ONLY IF YOU ARE ASSISTING A VOTER IN FILING THIS APPLICATION

Certificate of Authorized Registered Elector Returning Absent Voter Ballot Application

I certify that my name is _____, my address is _____, and my date of birth is _____; that I am delivering the absent voter ballot application of _____ at his or her request; that I did not solicit or request to return the application, that I have not made any markings on the application; that I have not altered the application in any way; that I have not influenced the applicant; and that I am aware that a false statement in this certificate is a violation of Michigan election law.

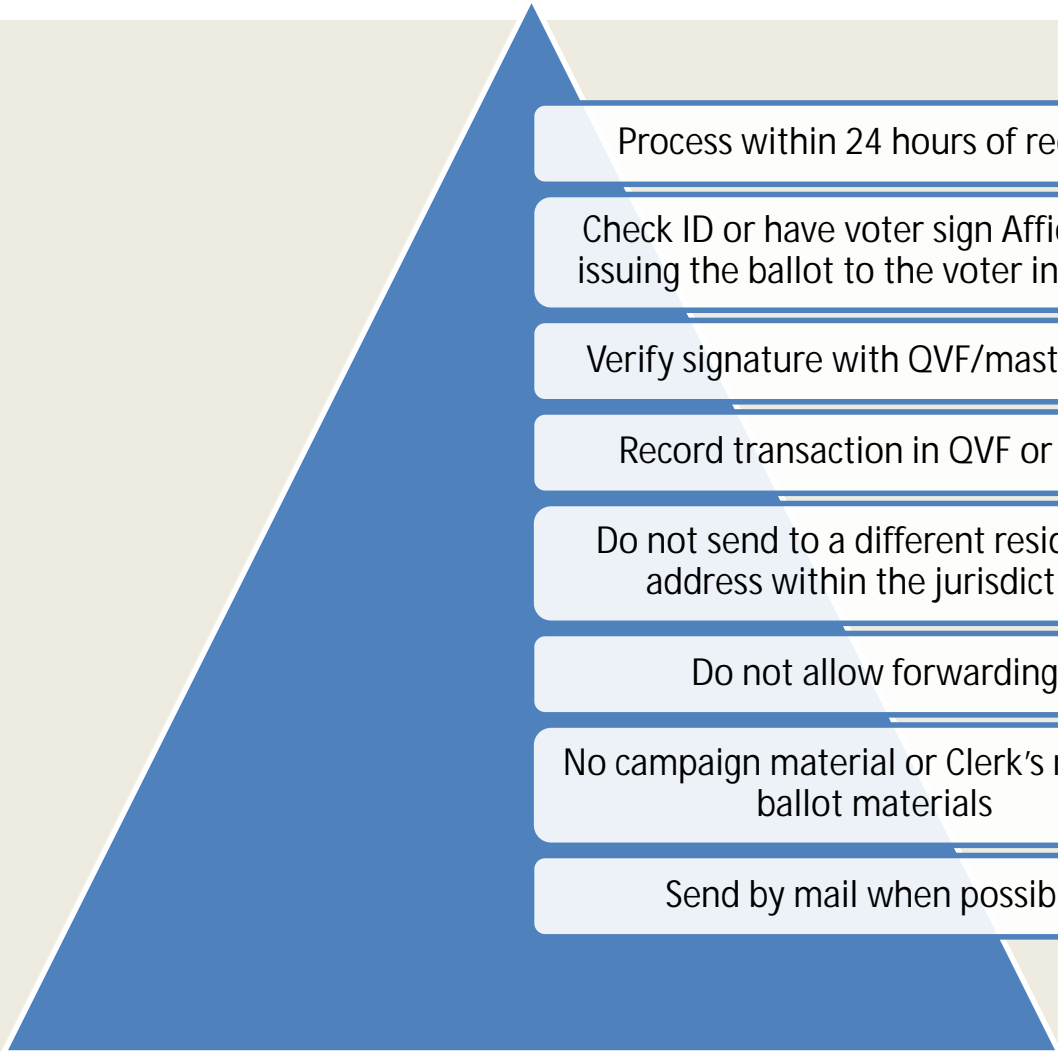
Sign

Here:

Signature

Date

ABSENTEE VOTING BALLOT ISSUANCE PROCESS



Process within 24 hours of receipt

Check ID or have voter sign Affidavit, if issuing the ballot to the voter in person

Verify signature with QVF/master card

Record transaction in QVF or EMP

Do not send to a different residential address within the jurisdiction

Do not allow forwarding

No campaign material or Clerk's name on ballot materials

Send by mail when possible

ABSENTEE VOTING RETURN OF VOTED BALLOTS

6-6

A-44

Authorized

- Voter
- Member of the Voter's Immediate Family
- Person Residing in the Voter's Household
- Person Whose Job Includes Handling of Mail
- **Authorized Election Official**

TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON

I assisted the above named absent voter who is disabled or otherwise unable to mark his/her absent voter ballot pursuant to his/her directions. The absent voter ballot was inserted into the return envelope without being exhibited to any other person.

Signature of Person
Assisting Voter _____

Print Name _____

Address _____

City, State, Zip _____

A PERSON WHO ASSISTS AN ABSENT VOTER AT

Assistance Statement

ABSENTEE BALLOTING BALLOT RECEIPT PROCESSING

6-7

A-44

TO BE COMPLETED BY THE ABSENT VOTER

I assert that I am a United States citizen and a qualified and registered elector of the city, township, or village named herein. I am voting as an absent voter in conformity with state election law. Unless otherwise indicated below, I personally marked the ballot enclosed in this envelope without exhibiting it to any other person.

I further assert that this absent voter ballot is being returned to the clerk or an assistant of the clerk by me personally; by public postal service, express mail service, parcel post service, or other common carrier; by a member of my immediate family; or by a person residing in my household.



X

Signature of Absent Voter

Date

THE ABOVE FORM MUST BE SIGNED OR YOUR VOTE WILL NOT BE COUNTED.
AN ABSENT VOTER WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF A MISDEMEANOR.

Verify signature on envelope

Record transaction in QVF or EMP

Securely store until Election Day

ABSENTEE BALLOTING

Process a ballot returned by a voter that signed the Affidavit of Voter Not in Possession of Photo ID as Challenged

Reject a deceased or sentenced absentee voter's ballot



Posting of Absentee Voter Information required on Election Day – 3 times

CHAPTER 7

MILITARY AND OVERSEAS VOTERS



Department of State

Ruth Johnson, Secretary of State

[Michigan.gov Home](#)
[SOS Home](#)
[Site Map](#)
[FAQs](#)
[Online Services](#)
[Forms](#)
[Contact SOS](#)

Elections in Michigan

- [Information for Voters](#)
- [Michigan Voter Information Center \(MVIC\)](#)
- [Information for Candidates](#)
- [Information for Election Administrators](#)**
 - [Qualified Voter File \(QVF\)](#)
 - [News You Can Use \(NYCU\)](#)
 - [Election News \(Current and Archives\)](#)
 - [Legislative Updates](#)
 - [Upcoming Elections](#)
 - [Previous Election Information](#)
 - [Campaign Finance Disclosure](#)
 - [Lobby Disclosure](#)
 - [Casino Disclosure](#)
 - [Legal Defense Funds](#)

print friendly email this page [Like](#) [Tweet](#) [Share](#)

Military and Overseas Voter Information

- [Military and Overseas Voter Introduction](#)**

In 1986, the federal government passed the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) providing special registration and absentee voting provisions for military and overseas civilians. In addition UOCAVA authorized the use of the Federal Write-In Absentee Ballot (FWAB). The Federal Voting Assistance Program (FVAP) was created by the Department of Defense to oversee UOCAVA. In 2009 the federal Military and Overseas Empowerment Act (MOVE Act) and corresponding state legislation was passed expanding UOCAVA by further allowing a UOCAVA voter to submit one AV application for a calendar year, ballot(s) to be sent to the UOCAVA voter via email or fax, establishing a 45-day absent voter ballot delivery requirement, and expanding the use of the FWAB. In 2012, the state legislature passed PA 279 of 2012 further expanding the use of the FWAB to local and state offices.

Instructions

- [Merit Election Email Account - How To Set-up Automatic Forwarding](#) **PDF**
- [Military and Overseas Voters Manual for Election Administrators **NEW**](#)** **PDF**

Forms

- [Email Message Template](#) **DOC**
- [Voter Certificate](#) **PDF**
- [Voter Instructions - E-Mail or Fax](#) **PDF**
- [Voter Instructions - Postal Mail](#) **PDF**

Communications

- [February 2013 Military and Overseas Voter \(MOVE\) Ballot Compliance Survey](#)

References

- [Federal Voting Assistance Program Website - for Election Officials](#)

nents/sos/Merit_Email_Forwarding_325303_7.pdf

MILITARY AND OVERSEAS VOTERS

UOCAVA AND MOVE ACTS

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) (1986)

Registration and Absentee Voting Provisions

Federal Write-In Absentee Ballot (FWAB)

Federal Voting Assistance Program (FVAP)

Military and Overseas Voter Empowerment Act (MOVE Act) (2009)

1 application for a calendar year

Mandating ballots be sent via email or fax if requested

45-day ballot delivery requirement

Ballot tracker

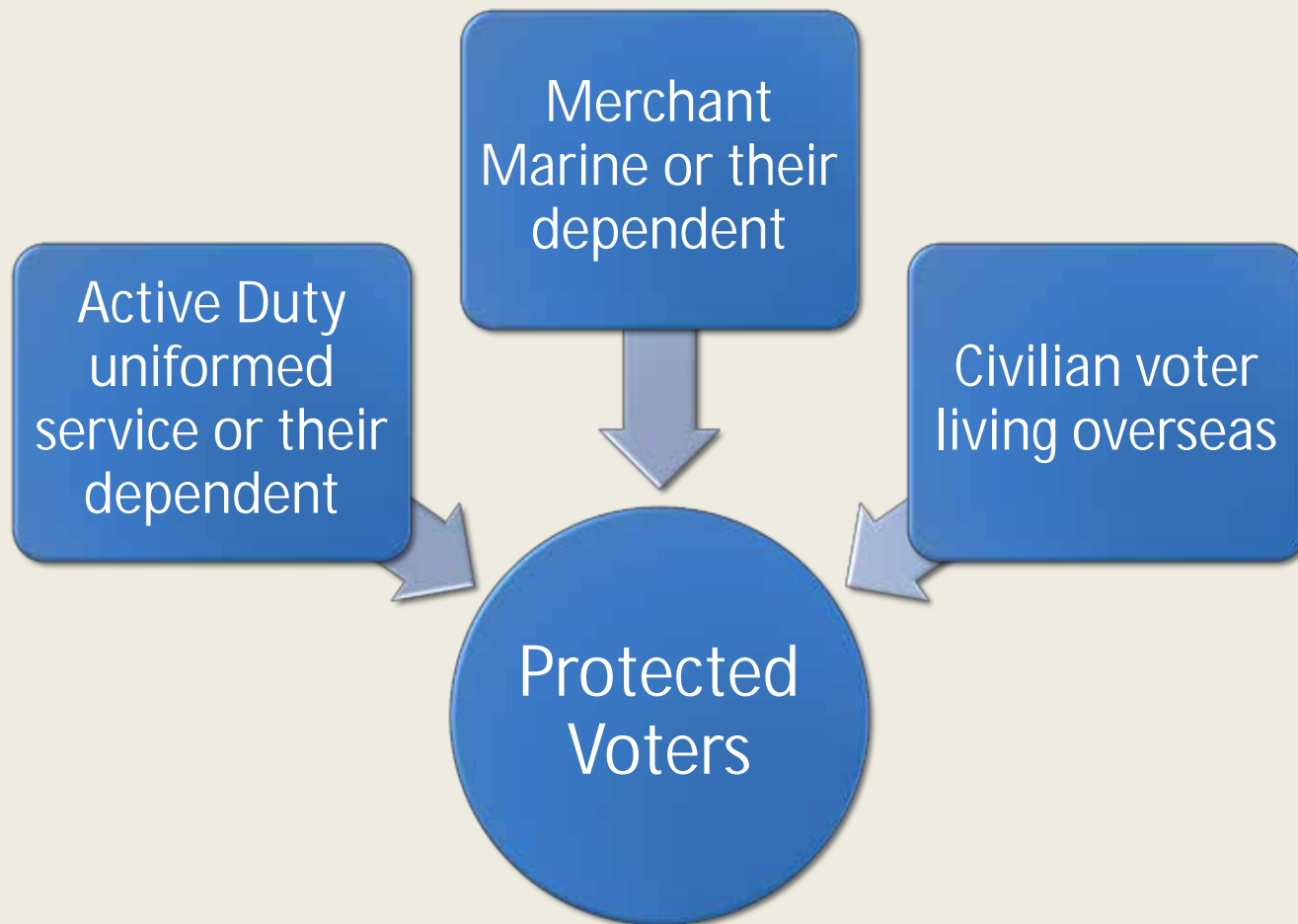
Michigan Election Law (2010 & 2012)

FWAB for all offices/proposals

Local Clerks required to report ballots sent

SOS allowed to extend ballot receipt deadline

MILITARY AND OVERSEAS VOTERS DEFINED



MILITARY AND OVERSEAS VOTERS REGISTRATION PROCESS

7-3

A-46

Federal Post Card Application (FPCA)
Voter Registration and Absentee Ballot Request

A quick, easy way to complete electronic version of this form is also available on **FSVP.gov**. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on **FSVP.gov**. Please print in black ink.

Classification
Make only 1 selection.
(In most States, you must be absent from your voting State to use this form.)

Political Party
To vote in primary elections, your State may require you to specify a political party.

Your legal name
Last name: _____ Middle name: _____
First name: _____
Previous name (if applicable): _____ Birth date: _____

Identification
Some States require your full SSN. Check your State's pages in the Voting Assistance Guide or **FSVP.gov**.

Contact information
Include international prefixes. No COX number.

Ballot receipt
I prefer to receive my ballot, as permitted by my State, by _____
rank from 1-2 number of preference; be sure appropriate contact information is provided above.

U.S. address for voting purposes
Usually your best U.S. residence or your legal U.S. residence. See instructions.

Address where you live now
This is different from above.
Your voting materials will be sent here, unless you specify a forwarding address in Box 9.

Additional requirements for your State
Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide or **FSVP.gov**.

Attestation (REQUIRED): I swear or affirm, under penalty of perjury, that:
• I am a member of the Uniformed Services or Merchant Marine on active duty OR I am the spouse or dependent of a member of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and I do not intend to return.
• I am a U.S. citizen residing outside the U.S., and I do not intend to return.
• I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).
• I am not registering, requesting a ballot, or voting in any other election or other disqualifying offense or have been adjudicated mentally incompetent, or if so, my voting rights have been restored.
• I am not registering, requesting a ballot, or voting in any other election or other disqualifying offense or have been adjudicated mentally incompetent, or if so, my voting rights have been restored.
• My signature and date herein indicate when I completed the document and the information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signature

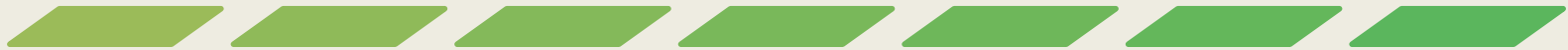
Today's date: _____
Signature: _____
Date: _____

Standard Form 76 (Rev. 10-2013)

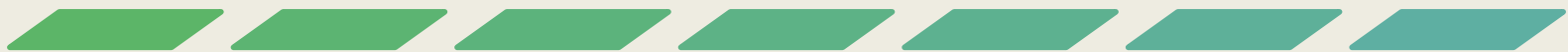
- | Federal Post Card Application (FPCA)
 - § Registration Deadline waived
 - § Last known address
 - § AV Application too
- | Other forms OK

MILITARY AND OVERSEAS VOTERS APPLICATION PROCESS

FPCA or any other acceptable AV application



Honor for every election in the calendar year



Send ballot even if not registered with a registration form



Tracking in QVF or EMP required



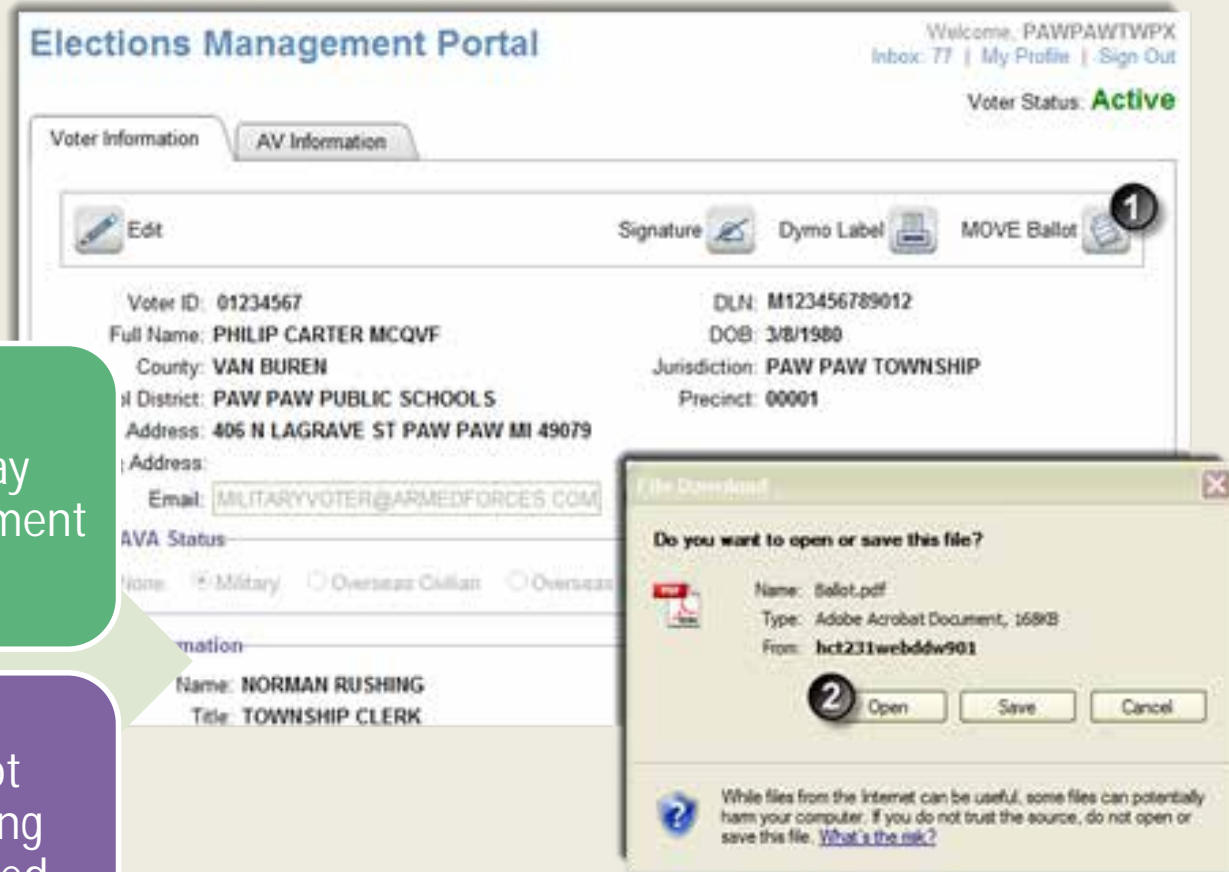
MILITARY AND OVERSEAS VOTERS ELECTRONIC TRANSMISSION OF BALLOTS

e-Mail, fax,
postal mail

45 day
requirement

EMP Ballot
(can be
postal
mailed!)

Ballot
tracking
required



- Must apply for AV
- Count if ballot sent is not returned
- Valid for all offices
- Candidate name or political party
- Must be duplicated

[illegible]

MILITARY AND OVERSEAS VOTERS

OTHER TIPS

The logo for FVAP.gov, featuring the text "FVAP.gov" in blue and red.

Verify
addresses
with FVAP or
via email

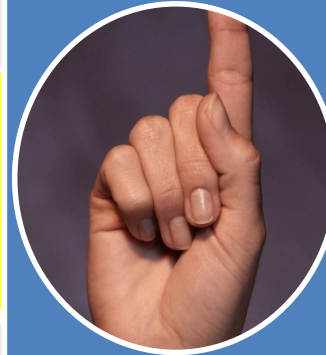


Ballots and
FWABs may
NOT be
submitted
by fax or
email

U.S. Postage Paid
39 USC 3406

PAR AVION

Use postage
paid
envelopes



Protected
Voters are a
priority

The logo for MERIT MAIL, featuring the text "MERIT MAIL" in white and blue.

Check MERIT
email



CHAPTER 8

ABSENT VOTER COUNTING BOARDS - STRUCTURE

A board of election inspectors utilized to count absentee ballots outside of the precinct

Election Commission:

- Establishes board
- Appoints inspectors
- Determines location
- Sets Election Day start time

Election Inspectors & Challengers:

- Sequestered until 8 p.m.
- Extra oath
- No cell phones

ABSENT VOTER COUNTING BOARDS PROCESS

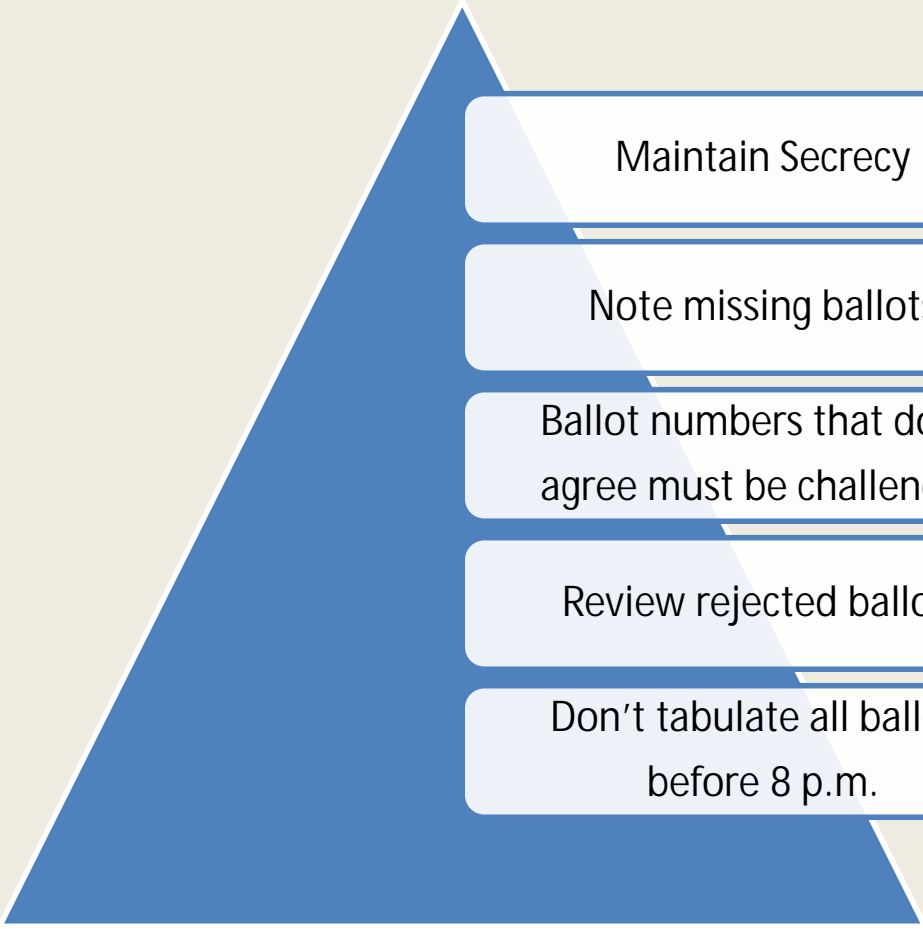
Review applications & envelopes

Open return envelope, verify ballot number,
& record on AV List or AV Pollbook

Remove ballot stub from ballot keeping in
the secrecy sleeve

Tabulate the ballots

ABSENT VOTER COUNTING BOARD TROUBLESHOOTING



Maintain Secrecy

Note missing ballots

Ballot numbers that don't
agree must be challenged

Review rejected ballots

Don't tabulate all ballots
before 8 p.m.

CHAPTER 9

ELECTION BALLOTS

Ballot Proofing

- County Election Commission
- Local Clerks
- Candidates
- Bureau of Elections (as to form, not names and offices)

Name Rotation Required

- Non-Partisan Primary Ballot
- Non-Partisan General Ballots
- Partisan Primary Ballots

Office Order

CHAPTER 10

PREPARATION OF VOTING EQUIPMENT



AutoMARK

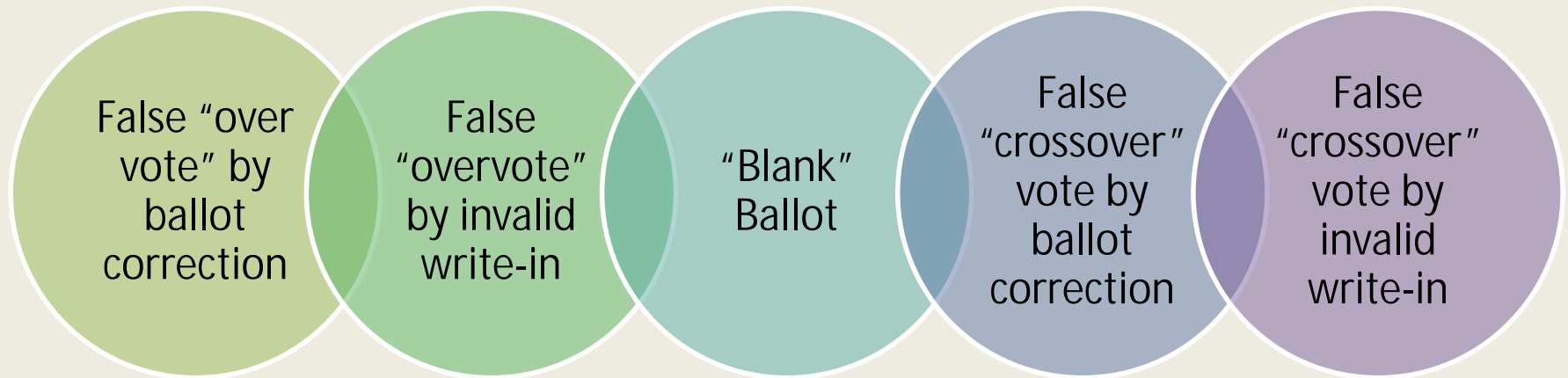
- Ensure the AutoMARK is properly recording votes
- Preliminary Test



Tabulator

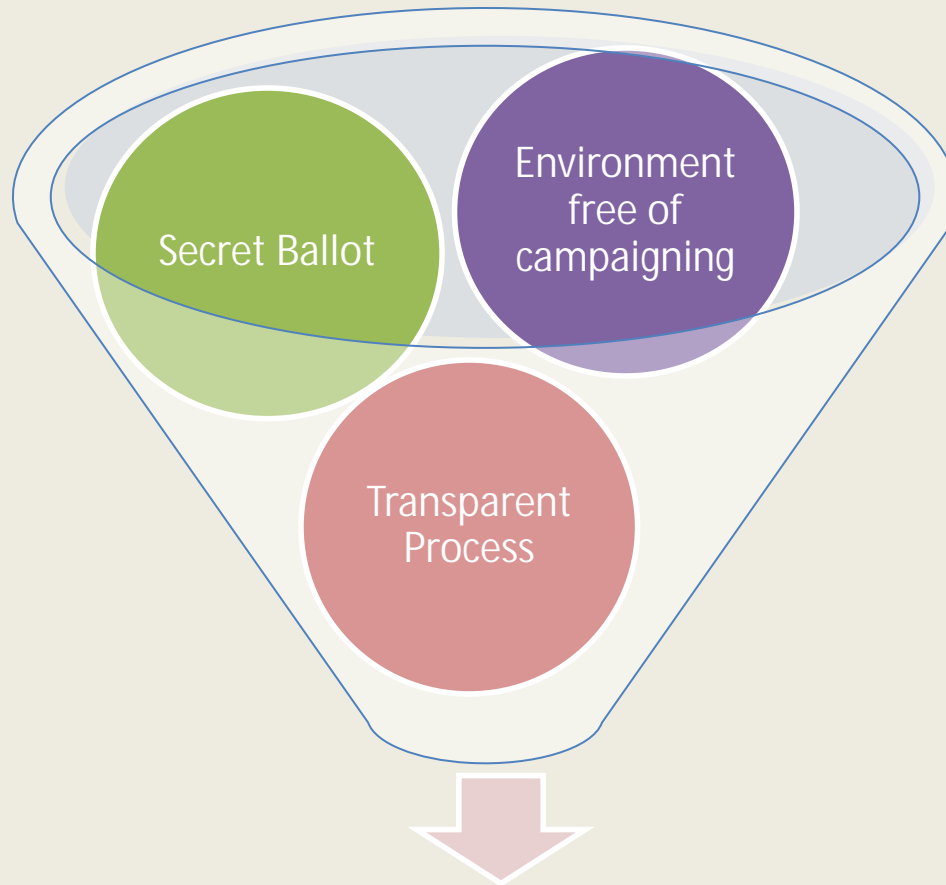
- Ensure Tabulator is properly counting ballots
- Create a "test deck"
- Preliminary Test
- Public Test

PREPARATION OF VOTING EQUIPMENT TABULATOR PROGRAMMING



CHAPTER 11

ELECTION DAY ISSUES



Maintaining Order

ELECTION DAY ISSUES HANDLING EMERGENCIES

Take
direction
from local
law
enforcement

Notify
Bureau of
Elections

Court order
required to
extend
polling hours

Within your jurisdiction

Do not take
action

Await
direction
from Bureau
of Elections

Outside your jurisdiction

ELECTION DAY ISSUES 'MISSING" VOTER REGISTRATIONS

[View Video](#)

ELECTION DAY ISSUES

PROVISIONAL BALLOTS CLERK REVIEW

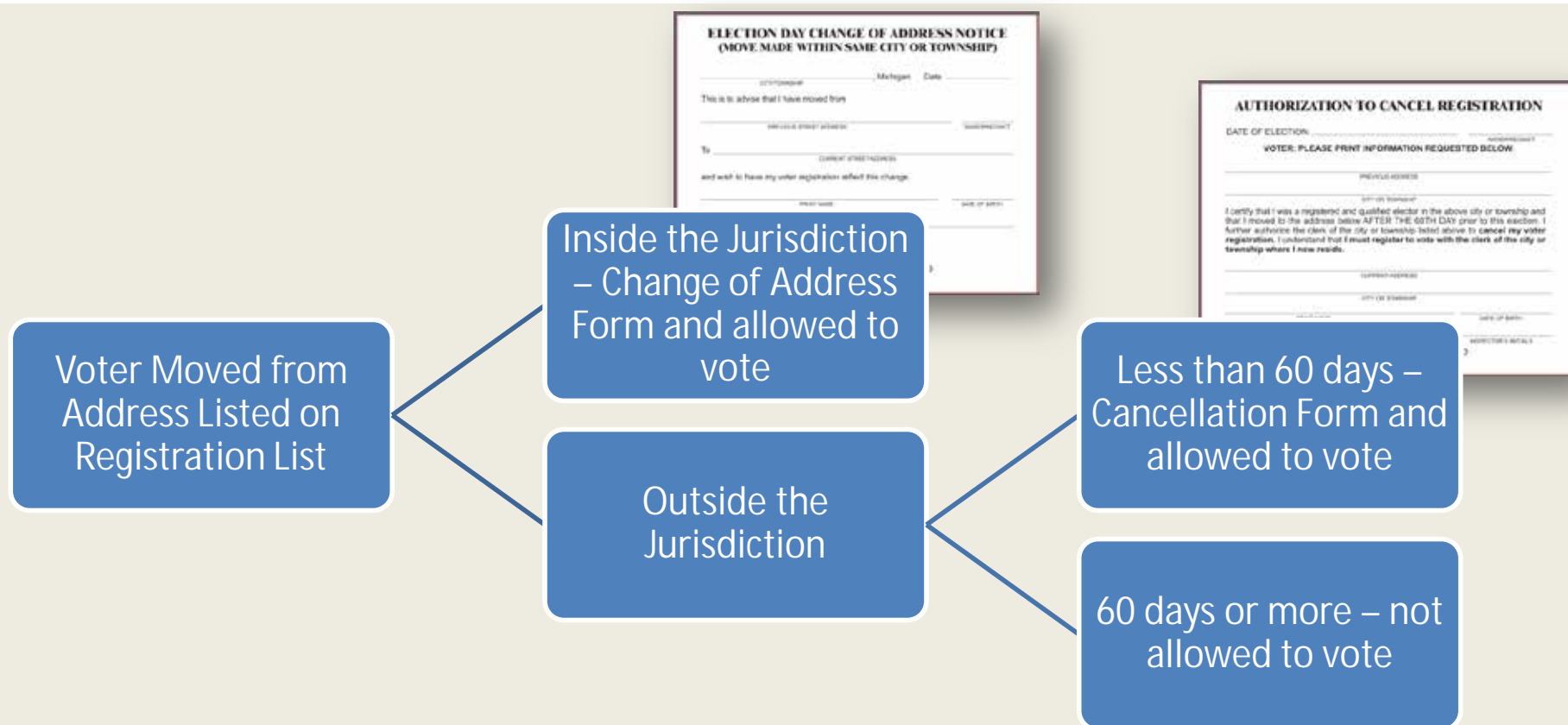
Authorizing election inspector on Election Day

- Check master cards
- Check EMP
- Check Outstanding or Rejected Registrations

6-Day Post Election Evaluation

- Double check items listed above
- Call QVF Help Desk
- Allow voter to bring in missing information

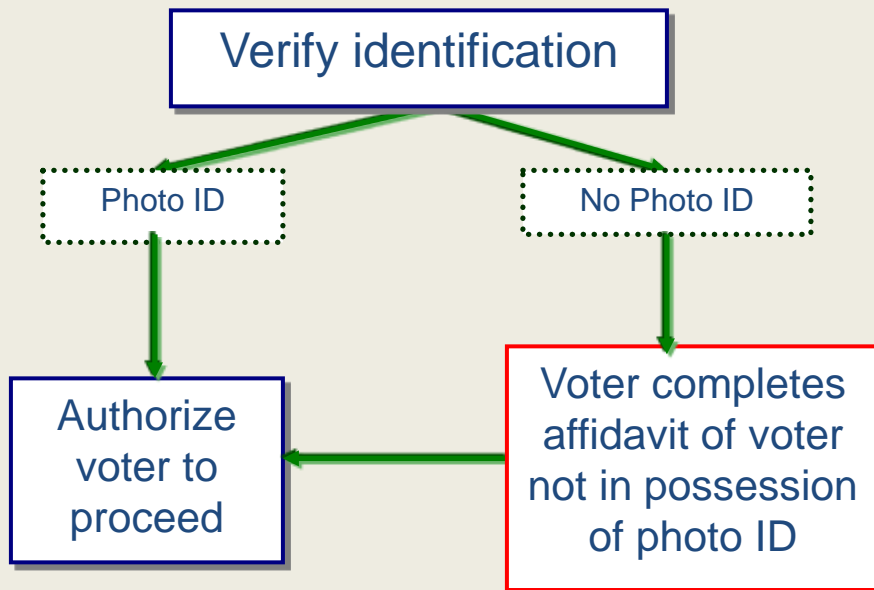
ELECTION DAY ISSUES VOTERS WHO HAVE MOVED



ELECTION DAY ISSUES

PHOTO ID REQUIREMENT

Driver's License * State Personal ID * Federal or State Issued ID * US Passport *
Military ID * Student ID * Tribal ID



AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I am
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER: X

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____

I certify that the elector named above has completed the above affidavit in my presence.

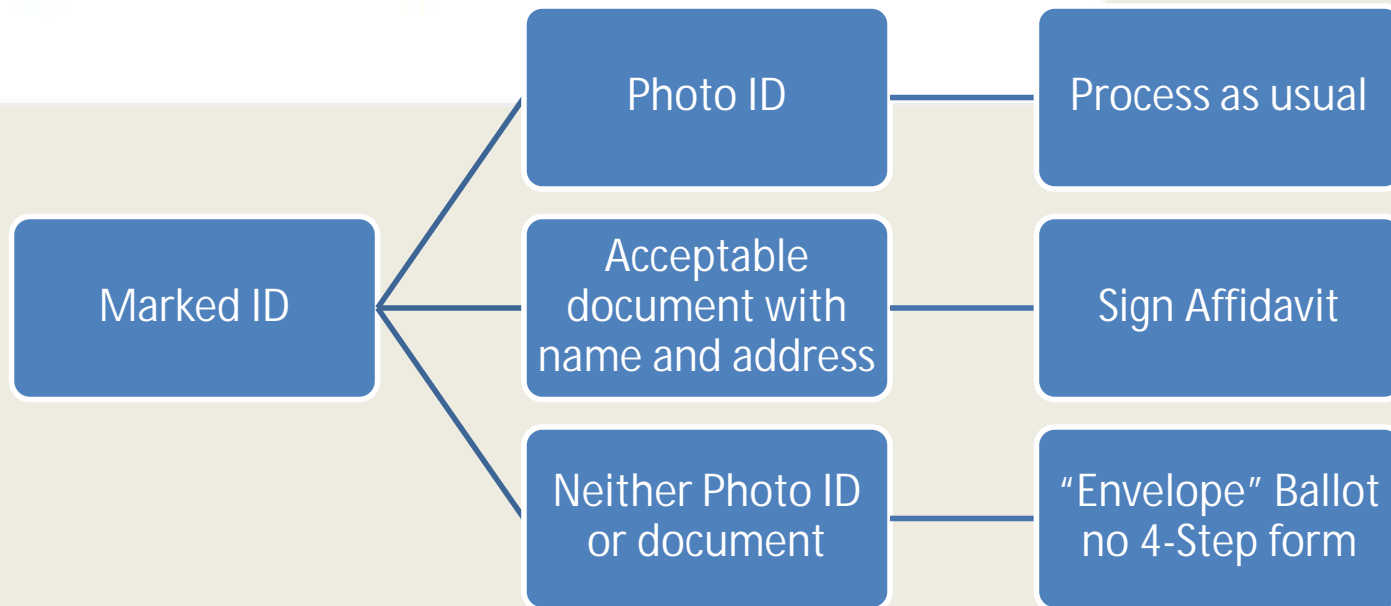
 X
Signature of Election Inspector

If voter's identity is in question, process as "Envelope" ballot without 4-step form.

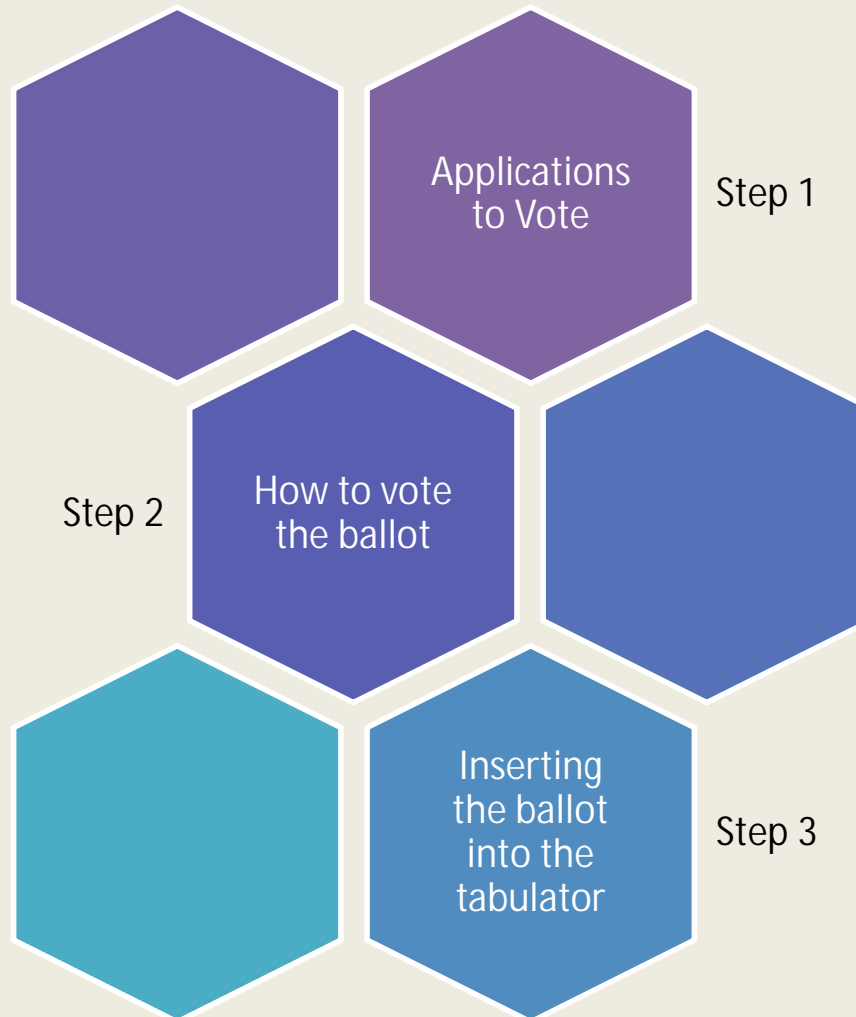
ELECTION DAY ISSUES

FEDERAL IDENTIFICATION REQUIREMENT

Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.



ELECTION DAY ISSUES INSTRUCTING VOTERS



ELECTION DAY ISSUES ASSISTING VOTERS

1



2



3

Are you requesting
assistance to vote
by reason of
blindness, disability
or inability to read
or write? = YES



Are you the voter's
employer or agent
of that employer or
an officer or agent
of a union to which
the voter belongs? =
NO



Assistant allowed

ELECTION DAY ISSUES CAMPAIGNING

11-28

ELECTION DAY ISSUES CAMPAIGNING

11-28

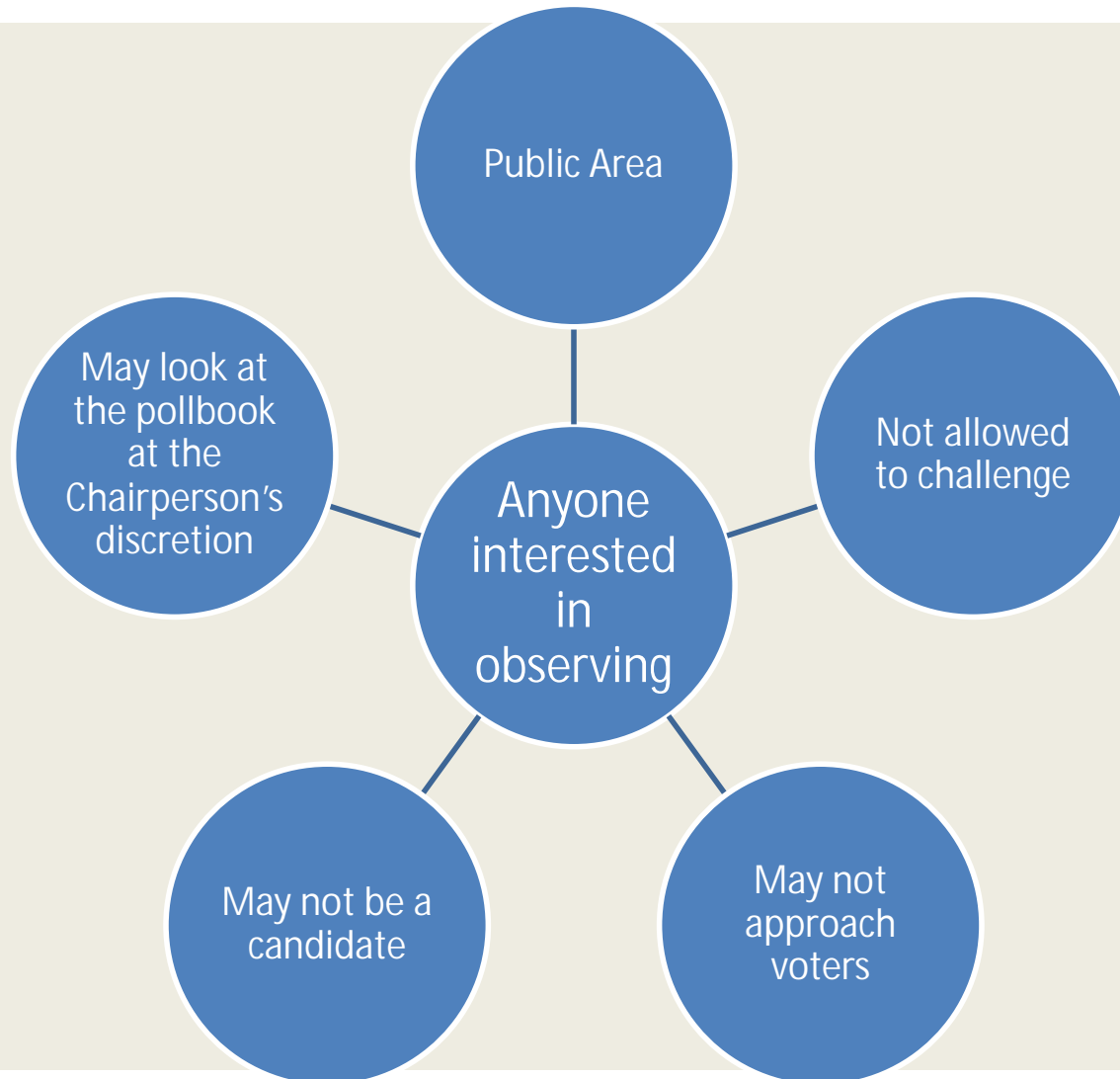
[View Video](#)

ELECTION DAY ISSUES CHALLENGERS AND THE CHALLENGE PROCESS

[View Video](#)

ELECTION DAY ISSUES

POLLWATCHERS



ELECTION DAY ISSUES ELECTRONICS IN THE PRECINCT



ELECTION DAY ISSUES

EXIT POLLSTERS

20 foot from the entrance

Not allowed in the building

Not allowed to question voters upon entrance

ELECTION DAY ISSUES

TABULATOR ISSUES

10 Foot Rule

Rejected Ballots –
maintain secrecy

Use scripts provided



ELECTION DAY ISSUES OTHER

- Minor children allowed
- Ballot shortage

[View Video](#)

CHAPTER 12

PRECINCT CANVASS – CLOSING THE POLLS



Announce polls closed
All voters in line
allowed to vote
Precinct remains open
to the public

A printed checklist titled "Pollbook Checklist" with various sections and checkboxes. The checklist includes items such as "All voters in line allowed to vote", "Precinct remains open to the public", "Pollbook Checklist", "Tabulator Totals Tapes", "Ballot Summary", "Recording of Seals", "Election Inspectors' Signatures", and "Voted ballots".

Pollbook Checklist
Tabulator Totals Tapes
Ballot Summary
Recording of Seals
Election Inspectors'
Signatures



Voted ballots
Unvoted ballots
Spoiled & Original
ballot envelopes
Certificate signed and
seal number recorded
Properly sealed

PRECINCT CANVASS – CLOSING THE POLLS STORAGE ENVELOPES

12-8

The image displays five Michigan election storage envelopes. The top row shows three envelopes labeled 1, 2, and 3, each with a 'NOTE TO INSPECTORS' and a list of items to be placed inside. Envelope 1 includes a poll book, list of delegates, and voter list. Envelope 2 includes a statement of votes. Envelope 3 includes a statement of votes, applications to vote, and zero totals tape. Below these are two more envelopes: one for the local clerk and one for provisional ballot storage. A large red stamp is overlaid on the center of the image.

Envelope 1:

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Quinnet.

PLACE IN THIS ENVELOPE 1

- ✓ ONE (1) POLL BOOK
(Check Tabulator Type and Program Language if used in which Copy of Statement of Votes Sections 1 & 2 in Back of Poll Book.)
- ✓ ONE (1) LIST OF DELEGATES ELECTED
- ✓ QVP - LIST OF VOTERS (If Required)

Date of Election

Name of Jurisdiction

(If Applicable)

COUNTY OF _____

TO:

Envelope 2:

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Quinnet.

PLACE IN THIS ENVELOPE 2

- ✓ ONE (1) STATEMENT OF VOTES
(With Tabulator Type and Program Language if any Attached)

Date of Election

(Name of Jurisdiction)

Envelope 3:

PLACE IN THIS ENVELOPE 3

- ✓ ONE (1) STATEMENT OF VOTES
(With Tabulator Type and Program Language if any Attached)
- ✓ APPLICATIONS TO VOTE
- ✓ ZERO TOTALS TAPE

Date of Election

(Name of Jurisdiction)

Envelope 4 (Local Clerk):

PLACE IN THIS ENVELOPE A.V.

- ✓ Absentee Ballot Applications
- ✓ Absentee Ballot Statements
- ✓ List of Absentee Voters

Date of Election

City, Township, Village or School District

(If Applicable)

COUNTY OF _____

TO: LOCAL CLERK

Envelope 5 (Provisional Ballot):

PLACE IN THIS ENVELOPE

Provisional Ballot Instruction Forms
Voter Registration Applications
Provisional Ballot Security Envelopes

Date of Election

City, Township, Village or School District

(If Applicable)

COUNTY OF _____

TO: LOCAL CLERK

Red Stamp:

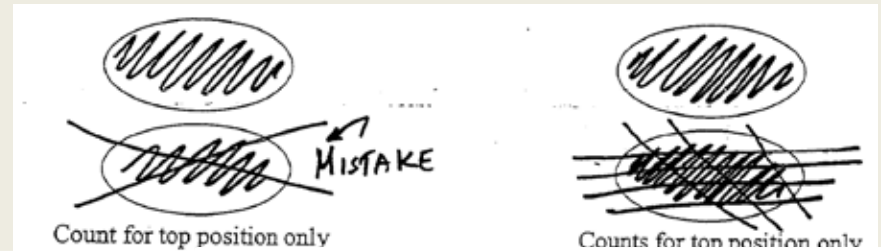
STATE OF MICHIGAN
ELECTION SEAL
ELECTION
CLERK
FORM NO. 12-8

PRECINCT CANVASS – CLOSING THE POLLS PROCESSING FALSE READS

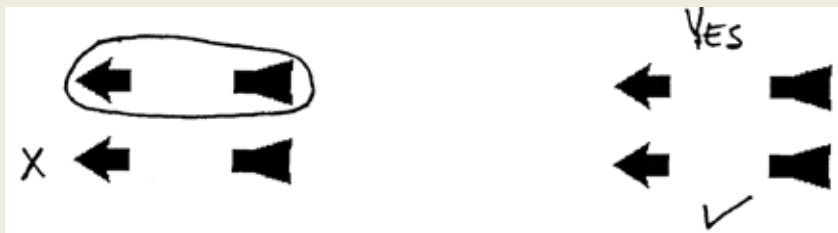
12-11



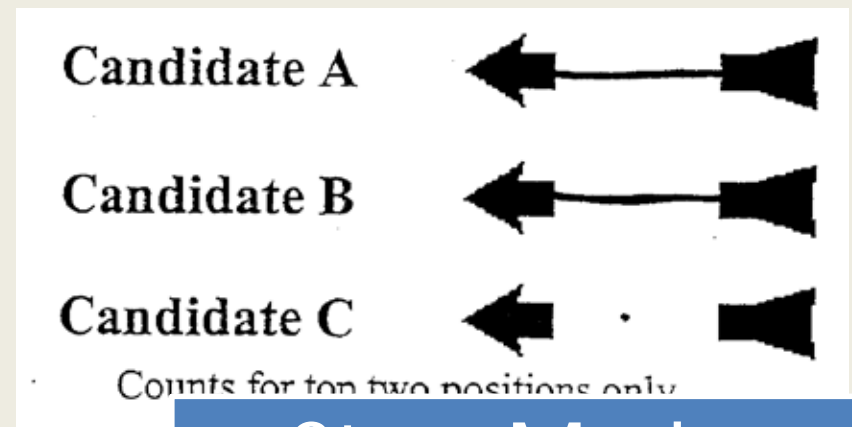
Valid Markings



Corrections



Invalid Markings



Stray Marks

PRECINCT CANVASS – CLOSING THE POLLS

FALSE READS – DUPLICATION REQUIRED

False Overvote – Ballot Correction

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS LOREN BENNETT ☒ X

REPUBLICAN

JENNIFER M. GRANHOLM ☐ ●

JOHN D. CHERRY, JR. ☐ ●

DEMOCRATIC

DOUGLAS CAMPBELL ☐ ○

ADRIANNA BUONARROTI ☐ ○

GREEN

JOSEPH M. PILCHAK ☐ ○

CLARA C. PILCHAK ☐ ○

U.S. TAXPAYERS

Write-in

Properly Duplicated

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS LOREN BENNETT ☐ ○

REPUBLICAN

JENNIFER M. GRANHOLM ☐ ●

JOHN D. CHERRY, JR. ☐ ●

DEMOCRATIC

DOUGLAS CAMPBELL ☐ ○

ADRIANNA BUONARROTI ☐ ○

GREEN

JOSEPH M. PILCHAK ☐ ○

CLARA C. PILCHAK ☐ ○

U.S. TAXPAYERS

Write-in

False Overvote – Invalid Write-In

STATE SENATOR 10th DISTRICT
(Vote for not more than ONE)

REPUBLICAN STEVE RICE ☐ ●

DEMOCRATIC MICHAEL SWITALSKI ☐ ○

LIBERTARIAN SCOTT W. ALLEN ☐ ○

CAROLYN CELETTI ☐ ○

NO PARTY AFFILIATION

Mickey Mouse ☐ ●

Write-in

Properly Duplicated

STATE SENATOR 10th DISTRICT
(Vote for not more than ONE)

REPUBLICAN STEVE RICE ☐ ●

DEMOCRATIC MICHAEL SWITALSKI ☐ ○

LIBERTARIAN SCOTT W. ALLEN ☐ ○

CAROLYN CELETTI ☐ ○

NO PARTY AFFILIATION

Write-in

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote For Not More Than ONE (1))

DICK POSTHUMUS LOREN BENNETT ☒ X

REPUBLICAN

JENNIFER M. GRANHOLM ☐ ●

JOHN D. CHERRY, JR. ☐ ●

DEMOCRATIC

DOUGLAS CAMPBELL ☐ ○

ADRIANNA BUONARROTI ☐ ○

GREEN

JOSEPH M. PILCHAK ☐ ○

CLARA C. PILCHAK ☐ ○

U.S. TAXPAYERS

Write-in

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote For Not More Than ONE (1))

DICK POSTHUMUS LOREN BENNETT ☐ ○

REPUBLICAN

JENNIFER M. GRANHOLM ☐ ●

JOHN D. CHERRY, JR. ☐ ●

DEMOCRATIC

DOUGLAS CAMPBELL ☐ ○

ADRIANNA BUONARROTI ☐ ○

GREEN

JOSEPH M. PILCHAK ☐ ○

CLARA C. PILCHAK ☐ ○

U.S. TAXPAYERS

Write-in

REPRESENTATIVE IN STATE LEGISLATURE 19TH DISTRICT
(Vote For Not More Than ONE (1))

JOHN R. PASTOR ☐ ●

REPUBLICAN

KERRY L. LOWRY ☐ ○

DEMOCRATIC

MIKE SHESTERKIN ☐ ○

LIBERTARIAN

Mickey Mouse ☐ ●

Write-in

REPRESENTATIVE IN STATE LEGISLATURE 19TH DISTRICT
(Vote For Not More Than ONE (1))

JOHN R. PASTOR ☐ ●

REPUBLICAN

KERRY L. LOWRY ☐ ○

DEMOCRATIC

MIKE SHESTERKIN ☐ ○

LIBERTARIAN

Write-in

PRECINCT CANVASS – CLOSING THE POLLS SEALING CONTAINERS

12-18

[Sealing Containers](#)
[Video Link](#)

[Main Page for](#)
[Specific](#)
[Container](#)
[Videos Link](#)

PRECINCT CANVASS – CLOSING THE POLLS RECEIVING BOARDS

12-21

Use is mandatory

Election
Commission
establishes by
resolution

Election Commission appoints receiving
board inspectors – 1 from each major
political party

Election inspectors deliver
supplies to the receiving
board at the end of the
night

Receiving Board Inspectors
complete checklist to
ensure precinct will be
recountable

PRECINCT CANVASS – CLOSING THE POLLS RECEIVING BOARD CHECKLIST

12-21

A-82

Required - ensures
recountability



Optional – ensures a good
canvass and audit



Receiving Board Guide
Provided by the Michigan Bureau of Elections
Updated as of 10.17.2012

Receiving Board Checklist

Jurisdiction _____ Precinct _____ Election Date _____

Required:

- ☐ Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- ☐ Confirm the ballot container is sealed properly
- ☐ Confirm the seal number was recorded properly
- ☐ Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

Other beneficial items to review for a successful Canvass:

Poll Book	Ballot Container Certificate
<ul style="list-style-type: none"><input type="checkbox"/> Clerk's Preparation Certificate completed and signed<input type="checkbox"/> Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened<input type="checkbox"/> All inspectors subscribed to the Constitutional Oath of Office<input type="checkbox"/> Oath administrator signed<input type="checkbox"/> No lines skipped on the List of Voters<input type="checkbox"/> All spoiled, affidavit, envelope, challenged, and AV ballots noted<input type="checkbox"/> Ensure proper recording of write-in votes or a notation of none when applicable<input type="checkbox"/> Ensure proper recording of challenges<input type="checkbox"/> Ensure remarks were recorded<input type="checkbox"/> Certificate of Election Inspectors completed and signed by inspectors present when polls closed<input type="checkbox"/> Ballot summary is completed and totals are accurate<input type="checkbox"/> Ballot container seal number is properly recorded	<ul style="list-style-type: none"><input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation<input type="checkbox"/> Seal number properly recorded

Program Container Certificate	Statement of Votes (3 copies required)
<ul style="list-style-type: none"><input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation<input type="checkbox"/> Seal number properly recorded	<ul style="list-style-type: none"><input type="checkbox"/> Totals tape signed by inspectors present when poll closed<input type="checkbox"/> Text of proposals attached<input type="checkbox"/> Write-in votes totaled (if necessary)<input type="checkbox"/> Seal number of ballot container recorded properly<input type="checkbox"/> Seal number signed by two inspectors of differing party affiliation<input type="checkbox"/> Signatures of all inspectors present when polls closed

☐ After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

Republican Receiving Board Inspector _____ Democratic Receiving Board Inspector _____

CHAPTER 13

APPOINTING & TRAINING ELECTION INSPECTORS

Qualifications

Registered voter in the State

Must declare a party preference

16 or 17 year olds allowed

Cannot be a felon or convicted of an election crime

Cannot be an "immediate family" member of a candidate

Appointment

Made by Election Commission

At least one person of each major political party

At least three members

Politically balance as near as possible

Appointments must be forwarded to the major political parties

TRAINING ELECTION INSPECTORS



County Clerk or Clerk with population over 10,000

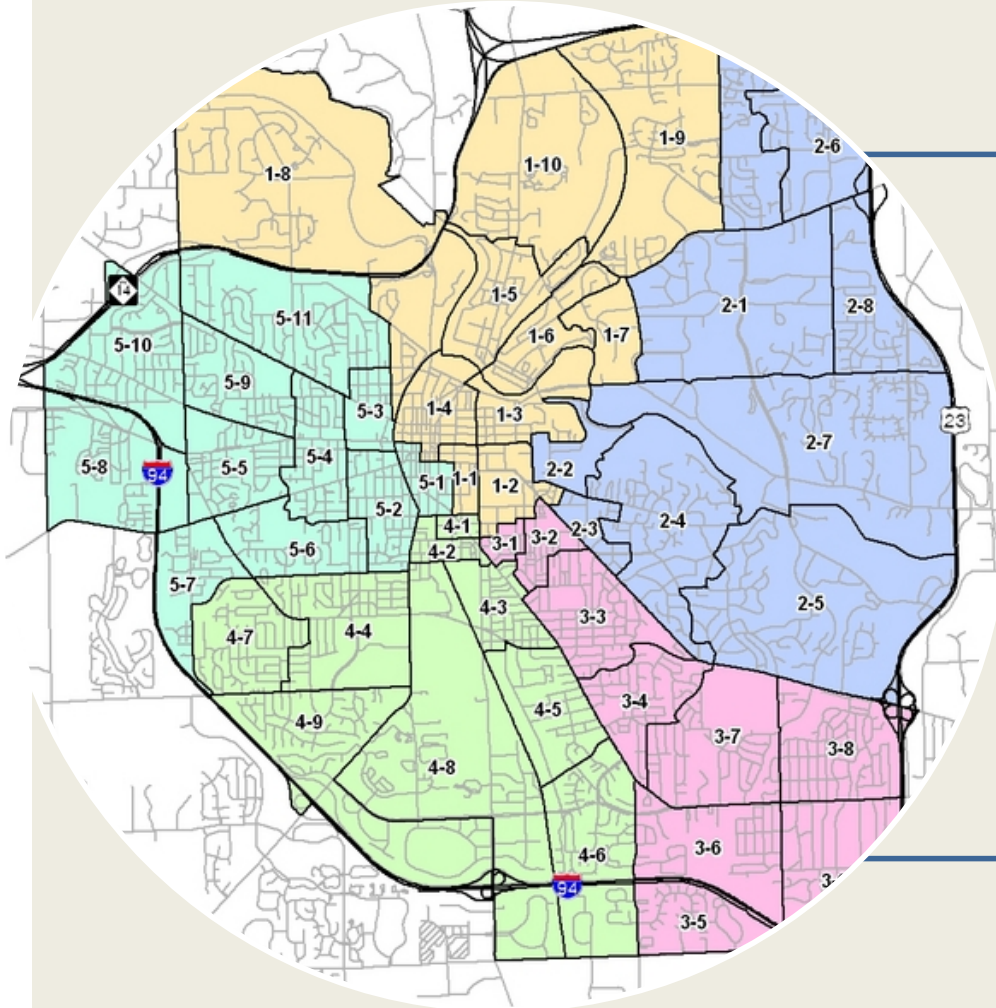
- Required to attend the BOE Train the Trainer course



Election Inspectors

- Minimum of once every two years

CHAPTER 14 - ESTABLISHING VOTING PRECINCTS & POLLING PLACES



Clearly
observable
boundaries

Not more than 2,999
active registered
voters

Local Election
Commission
approval
and/or charter
requirements

PRECINCTS & POLLING PLACES

ESTABLISHING POLLING PLACES

Facilities that may be polling places

- Publicly owned or controlled facility
- Non-profit facility 501(c)3
- Facility in which 150 persons reside

Other Considerations

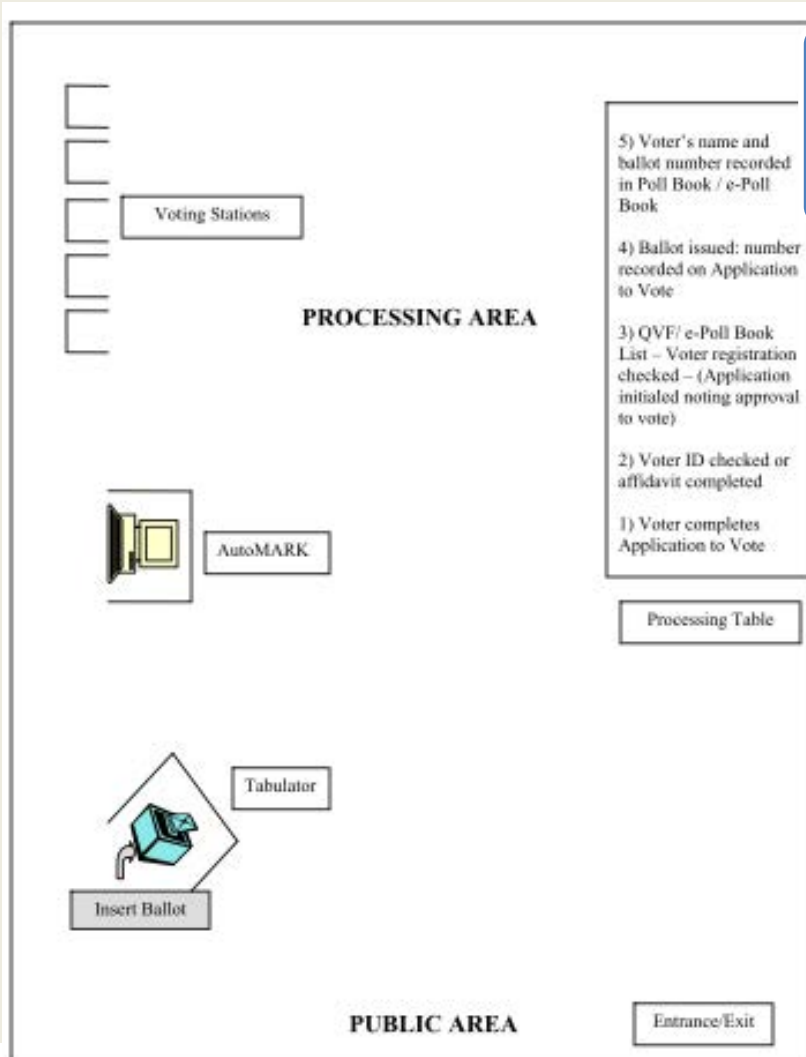
- Must be accessible
- One facility may house up to 6 pcts
- May not be moved less than 60 days prior to an election
- Review logistics such as parking and room size
- Voters must be noticed

Temporary Consolidations

- Multiple precincts in non-state elections
- No more than 5000 active registered voters
- Resolution by Election Commission
- Voters must be noticed unless in the same pct

PRECINCTS & POLLING PLACES

ARRANGING POLLING PLACES



Maintain Voter Privacy

Orderly Traffic Flow

Public Area

10 Foot Tabulator Rule

CHAPTER 15

ELECTION DATES & SCHOOL ELECTION COORDINATION

4th Tuesday

2014 FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

www.theprintablecalendar.com

February

1st Tuesday after 1st Monday

2014 MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

www.theprintablecalendar.com

May

1st Tuesday after 1st Monday

2014 AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

www.theprintablecalendar.com

August

1st Tuesday after 1st Monday

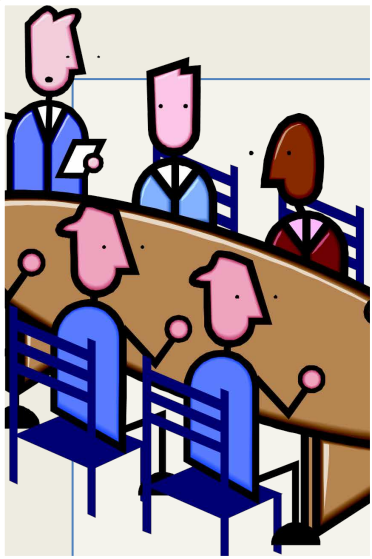
2014 NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

www.theprintablecalendar.com

November

SCHOOL ELECTION COORDINATION



Coordinating Committees

- Opt-in vs. Opt-out
- Division of duties
- Reimbursement Costs

ELECTION DATES - ALTERNATIVES



Cities may change City election date by resolution



Floater date available for School Districts



CHAPTER 16

ELECTION RELATED INFORMATION



Close of
Registration

Election

Public
Accuracy Test

Public Notices

ELECTION RELATED INFORMATION

Tie Votes

Document Retention

Post-Election Access to Voted Ballots

CHAPTER 17

LEGAL REMEDIES

17-1

RECOUNTS

Request

- Notarized Statement alleging error and identifying precincts
- \$10 deposit for each precinct
- Submit to County Clerk of Board of Canvassers

Process

- Ballot Containers reviewed
- Physical count of ballots
- Physical count of votes

CHAPTER 18

RECALL PROCESS

18-1

Clarity/Factual Review

Recall
Petitions Filed
at the County
Level

Notification
Requirements

Conduct of
Meeting

Appeal
Process

RECALL PROCESS



Petition Process

- Form
- Circulation
- Signers & Number of Signatures
- Acceptance
- Review
- Signature Challenges
- Final Petition Review
- Election

ELECTION OFFICIALS' ACCREDITATION QUESTIONS & ANSWERS

